

## How to Add Users in the Applicant Portal

**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

**NOTE:** If you already have an Award from a previous Opportunity (have Recipient Portal access), you will create your additional users using the 'How to Add Users in the Recipient Portal' user guide in the FAQ – Award Management: Recipient Portal section.

The User adding additional users to the Portal will need a 'Administrator' security role.

## Adding Users in AmpliFund

Login to AmpliFund <https://ne.amplifund.com>. You will now be in the Applicant Portal.

Click the **Users** tab.



Applications

Account Information

Users

FAQ

You will now see the list of current users.

To add a User, click **+ Add User**.

### Users

User Information

+ Add User

Complete the New User fields.

The **Role** field is the User's security role. Hover over the help icon to see the differences in 'Editor' and 'Administrator' security roles.

### New User

User Information

Email Address\*

Role\*

Editor

Editor

Administrator

Contact Information

Hover to see differences of Security Roles.

When finished, click the **Invite** button at the bottom of the page.

Invite

Your list of users will now be successfully updated, and the new user will receive an email invite from AmpliFund.